

Faculty Handbook

Volume 1994 1994-1995

Article 32

8-1-1994

3.2 Registrarial Policies

Saint Mary's College of California

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Recommended Citation

Saint Mary's College of California (1994) "3.2 Registrarial Policies," *Faculty Handbook*: Vol. 1994 , Article 32.
Available at: <http://digitalcommons.stmarys-ca.edu/faculty-handbook/vol1994/iss1/32>

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3.2. Registrarial Policies

3.2.1. Academic Calendar

Registration for the fall term usually occurs on the Tuesday after Labor Day and classes begin on the following day. This term runs for fifteen weeks, including a final examination week. The third (or fourth) Friday in October and Thanksgiving (Thursday and Friday) are holidays in the fall. Registration for the January term is customarily the first Monday after January 1. Classes for the January term begin on registration day and continue for four weeks. After a one-week break, the spring term commences with registration on the following Monday (i.e., five weeks after the start of the January term), and classes begin on Tuesday. This term lasts for fifteen weeks, including a final examination week, the only holidays being the week preceding Easter through Easter Monday. The spring term officially ends after Commencement exercises take place.

3.2.2. Submission of Grades

All faculty are required to submit final grades for all students and mid-term grades for students making unsatisfactory progress. Grade marking materials are available in the Registrar's Office at the beginning of mid-term and final examination periods. Faculty members are expected to submit grades by the deadline set by the Registrar.

3.2.2.1. Grade Changes

The policies on assigning an I grade (Incomplete) and on grade changes are specified in the College Catalog. Petition forms for the above are available in the Registrar's Office and are subject to approval by the Registrar.

3.0. ACADEMIC POLICIES AND SERVICES

3.2.3. Final Examination Scheduling

In order to reduce the possibility of a student's having several hours of examination on the same day, instructors are required to conduct such examinations in accordance with the following schedule of final exam week:

FINAL EXAMINATION SCHEDULE EXAMINATION DAYS: MONDAY, TUESDAY, WEDNESDAY, THURSDAY

| <u>REGULAR CLASS SCHEDULE</u> | | <u>FINAL EXAMINATION HELD:</u> | |
|-------------------------------|-----------------------|--------------------------------|-------------|
| Days: | Beginning Time: | Day: | Time: |
| M W F | 8:00 | Wednesday | 13:00-15:00 |
| M W F | 9:10 | Tuesday | 13:00-15:00 |
| M W F | 10:20 | Monday | 10:30-12:30 |
| M W F | 11:30 | Monday | 8:00-10:00 |
| M W F | 12:40 | Wednesday | 10:30-12:30 |
| MWF or MW | 13:50 | Thursday | 8:00-10:00 |
| MWF or MW | between 15:00 & 17:00 | Thursday | 13:00-15:00 |
| MWF or MW | 18:00 or later | Monday | class time |
| T R | 8:00 | Tuesday | 8:00-10:00 |
| T R | 9:40 | Monday | 13:00-15:00 |
| T R | 11:20 | Tuesday | 10:30-12:30 |
| T R | 13:10 | Wednesday | 8:00-10:00 |
| T R | between 14:50 & 17:00 | Thursday | 10:30-12:30 |
| T R | 18:00 or later | Tuesday | class time |

Late afternoon and evening classes will have their examinations at regular class time or at a time arranged by the instructor with the students during final exam week. Four or five days a week classes will have their examinations at the time scheduled for MWF classes.

Instructors with multiple sections of the same course may request a single examination time from the Registrar's Office.

3.2.4. Class Schedule Changes

Instructors must advise the Registrar immediately if they make any change in their class scheduling (time or location). It is essential, in case of emergency, that the Registrar and other College offices be able to locate a student or instructor quickly. Classroom assignments are registered on a master list and are printed on each student's schedule. When a classroom location is changed or there is a change in the hours the class is taught, unless the Registrar is notified, it becomes difficult to locate the instructor or student in case of emergency.